

Example No. 5-07I
Final Draft Report Cover Memo Sample
CITY OF SAN JOSE - MEMORANDUM

TO: John Guthrie
Director of Finance

FROM: Gerald A. Silva
City Auditor

SUBJECT: *City Auditor Review of the Contract
Between the City and Municipal
Resource Consultants*

DATE: March 15, 1999

APPROVED

DATE

Here is a draft report titled *City Auditor Review of the Contract Between the City and Municipal Resource Consultants*.

This draft report is submitted to you for review and comment purposes. Accordingly, please review it for correctness and accuracy. As with all draft reports, the information in this report should be treated on a confidential basis until such time as a final report is issued.

Should you wish to provide a written response for inclusion in the final report, please do so by April 6, 1999.

If you want to discuss this draft report with me or my staff, please let me know by March 30, 1999.

Gerald A. Silva
City Auditor

Cc: Debra Figone
Joan Gallo
Jessica Batinich
Roger Pickler
Sherry Langbein

